

City of Elgin
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BIDDERS INFORMATION
North 13th Avenue Improvement Project - 2000

SUMMARY OF WORK

The work will include excavation and disposal of an estimated 300 cubic yards of topsoil and subsoil, furnishing and placing approximately 500 cubic yards of base rock, 250 cubic yards of leveling rock and 125 cubic yards of finish surface rock. The work also includes constructing approximately 1,000 feet of drainage swale (along either side of the roadway), placement of 260 feet of culverts at driveways, installation of a catch basin on an existing drainage culvert and installation of a sewer manhole in an existing sewer line.

The contract time for all work shall be 21 calendar days beginning at the first day the Contractor moves equipment and/or materials onto the work site. All work shall be completed no later than August 31, 2000.

BID REQUIREMENTS

The City of Elgin is accepting bids for the construction of North 13th Avenue Improvement Project - 2000. The bids must be received at City Hall prior to 4:00 p.m. Pacific Daylight Time, Monday June 26, 2000.

Sealed bids are to be addressed to the Mayor and delivered to the City of Elgin at City Hall, 180 N 8th, or mailed to P.O. Box 128, Elgin, Oregon 97827. If delivered by mail, the sealed bid is to be enclosed in a cover envelope addressed to the Mayor. The sealed bid envelope must be clearly marked N13th Project, and must also show the Bidder's address and Oregon construction contractors board registration number.

Each bid must be submitted on the forms provided by the City. All spaces for bid costs must be completed in ink or typewritten. Incomplete bid forms will not be considered. The bid form, bid bond and other forms required for bid submission and a description of work to be performed are provided herewith for the Bidder's use.

A complete bid document must include the following items:

- 1.) A completed and signed bid and bid schedule.
- 2.) A properly executed bid bond or certified check in the amount of 5 percent of the total amount of the bid.
- 3.) A completed and signed Bidder's performance and payment bond statement.
- 4.) A completed and signed Bidder's certification statement.

A bid submitted with conditions or qualified in some way may be considered only if no other unconditional bids are received. Any bid may be withdrawn up to the time of bid opening. No bid received after the advertized closing time can be considered.

BID SELECTION

The bids will be opened and read aloud by the Mayor or the Mayor's designate at 4:00 p.m. Pacific Daylight Time, June 26, 2000. The City and its consultants will review the bids in a work session at a later time. The successful bid will be determined by the Council at a special meeting on June 27, 2000 at 7:15 p.m.

The City reserves the right to reject any bid if there is evidence a Bidder is not properly qualified to carry out the obligations of the agreement and/or is not able to complete the work required.

BIDDER RESPONSIBILITIES

Each Bidder is responsible to fully investigate all of the conditions relating to the construction of the project and the laws governing public projects of this nature regarding labor, taxing and insurance.

The City will not schedule a pre-bid tour of the project, however City personnel will assist the prospective Bidder in locating the project site and providing information to Bidders regarding the requirements of the contract and scope of work.

The successful Bidder will not be relieved of any requirement to furnish all materials and labor needed to complete the project. The failure of the Bidder to fully examine the contract documents and/or to inspect the construction site will not relieve the Bidder of any obligation required by the contract. The Bidders must satisfy themselves as to the accuracy of estimated quantities of materials

and the nature of the work. No Bidder may argue or represent that there was a misunderstanding concerning the quantity or the nature of the work.

The contract documents contain the provisions required for the construction of the project. If a Bidder determines additional information is needed to fully assess the project, the City will to its best ability, supply the information in a timely manner as requested. The City will advise all prospective Bidders who have received bid packets of such additional information. When available, any such information will be presented to prospective Bidders when picking up a bid packet. The failure of a Bidder to obtain any such additional information does not relieve the Bidder of any obligation required by a submitted bid. All additional information thus provided becomes part of the contract documents.

CONTRACT REQUIREMENTS

The City will provide the successful Bidder with a notice of award together with the necessary agreement forms, certificate of insurance forms and bond forms. Insurance certificates, and a performance bond and a payment bond, each for 100 percent of the total bid price, issued by a surety corporation approved by the City, is required from the Bidder.

The successful Bidder shall supply the names and addresses of major material suppliers and subcontractors together with the executed agreement and other contract documents. The executed agreement, the required certificates of insurance and bonds shall be provided to the City within ten days from the day the notice of award is delivered to the successful Bidder.

In case of failure of the Bidder to execute the agreement and/or other documents, the City may consider the Bidder in default and the bid bond accompanying the bid shall become the property of the City.

All applicable laws, ordinances, and the rules and regulations having jurisdiction over construction of the project shall apply to the contract and they will be deemed to be included in the contract as if fully contained herein.

Oregon law requires contractors engaged in construction activities to be registered with the State of Oregon construction contractors board in accordance with ORS 701. The City shall require evidence of registration as a part of the executed contract documents.

EXECUTION OF CONTRACT

The City shall provide the Bidder with a notice to proceed within ten days of the delivery of the acceptable executed agreement from the Bidder. If the notice to proceed cannot be issued within 10 days, the time may be extended by mutual agreement between the City and the Bidder. If within 10 days, or within the mutually agreed upon time, the City has received an acceptable performance bond, payment bond, certificates of insurance and signed agreement from the Bidder, but the City has not executed the agreement, the Bidder may by written notice withdraw the agreement. Notice of withdrawal shall be effective upon receipt of the notice by the City.

A copy of the Contract Agreement is available for inspection at the City Hall or may be obtained from the City upon request and payment of \$2.00.

The following is a list of documents that will be required to execute the contract awarded to the successful Bidder:

- Contact Agreement
- Notice of Award
- Certificates of Insurance
- Notice to Proceed
- Payment Bond form
- Performance Bond

The following may be used during the contract period:

- Partial Payment Estimate
- Change Order Form.

BASIS OF PAYMENTS

Bid items calling for unit prices show estimated quantities of work and materials. These quantities are for bidding purposes only. Payments made to the Contractor will be made on actual quantities of materials delivered and work performed by the Contractor at the unit prices of the accepted bid.

The City reserves the right to increase or decrease the amount of these quantities as necessary to accomplish the goals of the project and this will not invalidate the unit prices bid by the Contractor. Unit prices bid by the Contractor will be the basis for payment of the work performed by the Contractor regardless of the estimated quantities in the accepted bid.